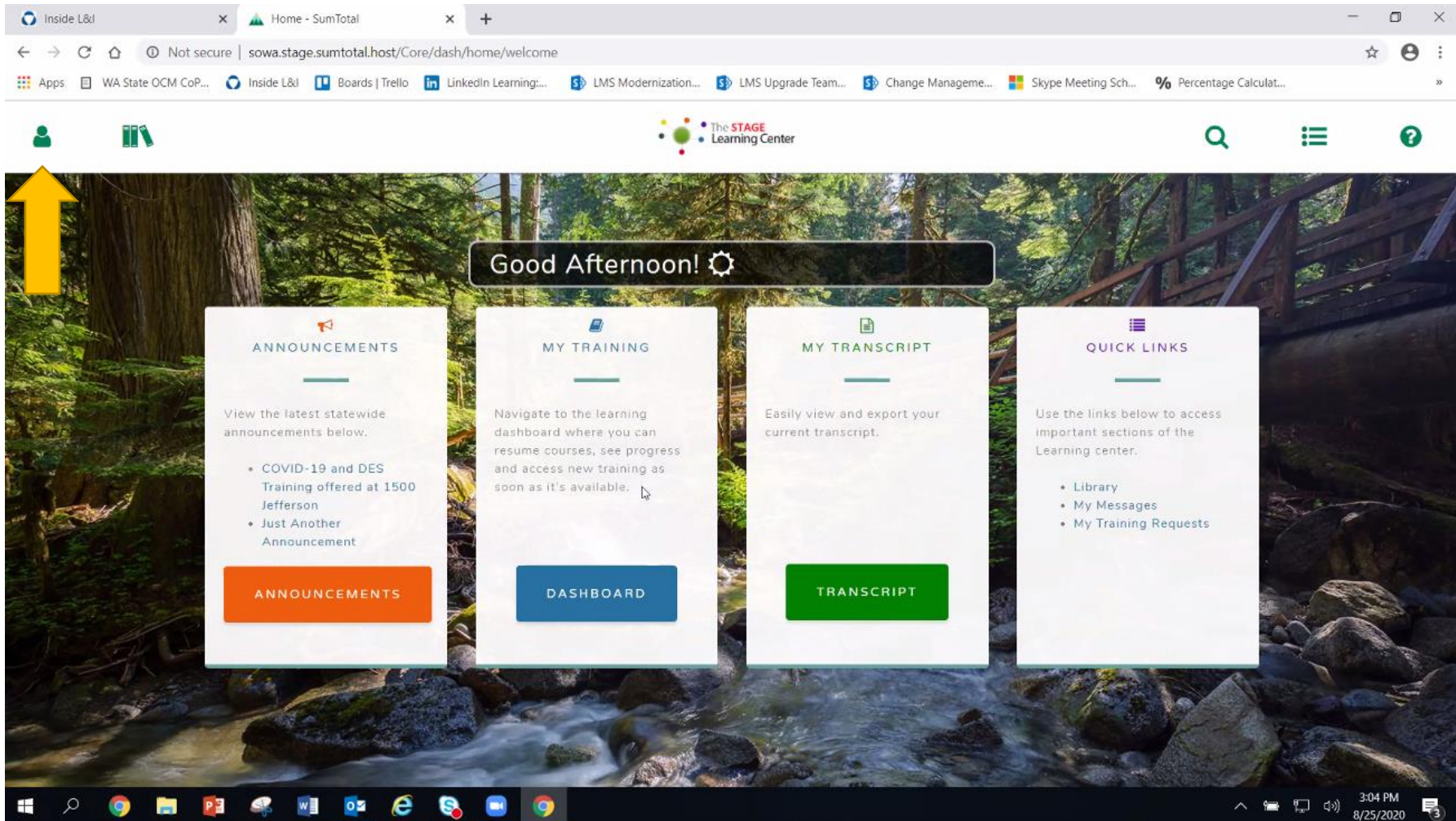


## How to View and Cancel Registered Classes

Click on the Self icon on the home page.



The screenshot shows a web browser window displaying the Washington State Learning Center dashboard. The browser's address bar shows the URL `sowa.stage.sumtotal.host/Core/dash/home/welcome`. The dashboard features a header with the "The STAGE Learning Center" logo and navigation icons. A yellow arrow points to a user icon in the top left corner of the dashboard. The main content area is titled "Good Afternoon!" and contains four panels: "ANNOUNCEMENTS", "MY TRAINING", "MY TRANSCRIPT", and "QUICK LINKS". The "MY TRAINING" panel includes a "DASHBOARD" button, and the "MY TRANSCRIPT" panel includes a "TRANSCRIPT" button. The "QUICK LINKS" panel lists "Library", "My Messages", and "My Training Requests". The background of the dashboard is a scenic image of a forest stream.

Inside L&I x Home - SumTotal x +

← → ↻ ⌂ ⓘ Not secure | sowa.stage.sumtotal.host/Core/dash/home/welcome ☆ 👤 ⋮

Apps WA State OCM CoP... Inside L&I Boards | Trello LinkedIn Learning... LMS Modernization... LMS Upgrade Team... Change Manageme... Skype Meeting Sch... % Percentage Calculat...

👤 📖 The STAGE Learning Center 🔍 ☰ ?

Good Afternoon! ⚙️

**ANNOUNCEMENTS**

View the latest statewide announcements below.

- COVID-19 and DES Training offered at 1500 Jefferson
- Just Another Announcement

**ANNOUNCEMENTS**

**MY TRAINING**

Navigate to the learning dashboard where you can resume courses, see progress and access new training as soon as it's available.

**DASHBOARD**

**MY TRANSCRIPT**

Easily view and export your current transcript.

**TRANSCRIPT**

**QUICK LINKS**

Use the links below to access important sections of the Learning center.

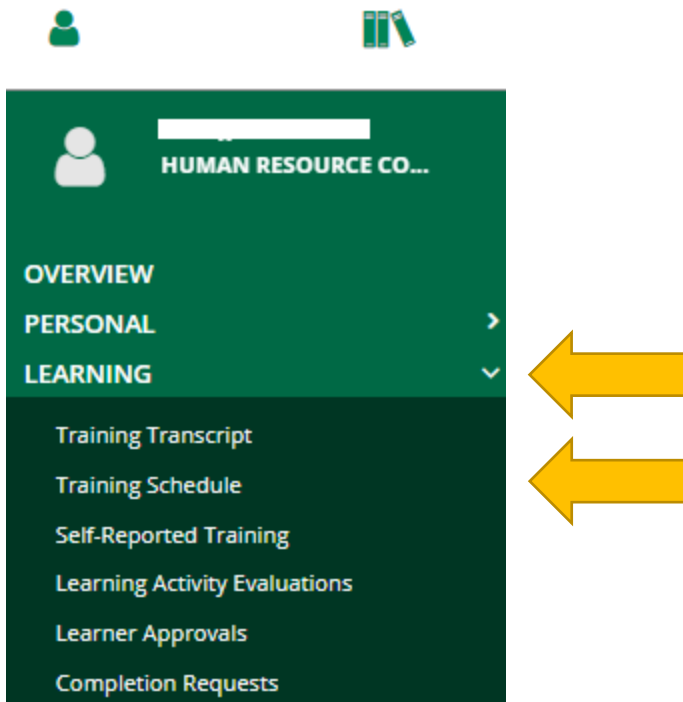
- Library
- My Messages
- My Training Requests

Windows taskbar: 3:04 PM 8/25/2020

Clicking the “Self” icon provides you an expanded menu consisting of Overview, Personal and Learning.

**Click on “Learning”** to expand the menu under it.

Then **click on “Training Schedule.”**



## VIEW REGISTERED CLASSES

After clicking on “Training Schedule” from the expanded menu, you are directed to the page below.

The page titled, “Training Schedule” allows you to view:

- current/upcoming activities you are registered for
- activities you have expressed interest in
- completed activities
- canceled activities
- activities that are on the waiting list and pending approval

The screenshot shows the 'Training Schedule' page. On the left is a dark green sidebar with a user profile icon and the text 'HUMAN RESOURCE CO...'. Below this are menu items: OVERVIEW, PERSONAL, and LEARNING (which is expanded to show options like Training Transcript, Training Schedule, Self-Reported Training, Learning Activity Evaluations, Learner Approvals, Completion Requests, Training Plans, Training Analysis, My Observation Checklists, and Observer Checklists). The main content area has a header with a home icon, 'Administrator Dashboard / Training Schedule', and 'The STAGE Learning Center' logo. The title 'TRAINING SCHEDULE' is followed by a description: 'This is a list of current training activities for which you are registered.' Below this is a search bar and a list of tabs: CURRENT/UPCOMING (selected), EXPRESSED INTEREST, COMPLETED, CANCELED, and WAITING LIST OR PENDING APPROVAL. Under the selected tab are sub-tabs: ALL, ONGOING ACTIVITIES (selected), UPCOMING ACTIVITIES, FIXED DURATION ACTIVITIES, and COMPLETION REQUESTED ACTIVITIES. Action buttons include 'Export To Excel', 'Print', 'Cancel Registration', and 'View Calendar'. A table lists training activities with columns for checkboxes, Activity Name, Status, Code, Region, and Start Date. One activity is shown: 'Brand Management for Social Media and Wireless Technologies Online Course' with a status of 'REGISTERED' and code 'mkt\_03\_a04\_bs\_enus'.

**TRAINING SCHEDULE**

This is a list of current training activities for which you are registered.

Search ...

**CURRENT/UPCOMING** EXPRESSED INTEREST COMPLETED CANCELED WAITING LIST OR PENDING APPROVAL

**ALL** ONGOING ACTIVITIES UPCOMING ACTIVITIES FIXED DURATION ACTIVITIES COMPLETION REQUESTED ACTIVITIES

<input checked="" type="checkbox"/>	Activity Name ^	Status	Code ↕	Region ↕	Start Date ↕
<input checked="" type="checkbox"/>	Brand Management for Social Media and Wireless Technologies Online Course	REGISTERED	mkt_03_a04_bs_enus		

## CANCEL A CLASS

Click on the **box** next to the title of the class you want to cancel.

Then click on the **“Cancel Registration”** button.

The screenshot shows the 'Training Schedule' page in the Administrator Dashboard. The left sidebar contains a menu with 'OVERVIEW', 'PERSONAL', and 'LEARNING' sections. The 'LEARNING' section is expanded, showing various options like 'Training Transcript', 'Training Schedule', 'Self-Reported Training', etc. The main content area is titled 'TRAINING SCHEDULE' and includes a search bar and tabs for different activity statuses: 'CURRENT/UPCOMING', 'EXPRESSED INTEREST', 'COMPLETED', 'CANCELED', and 'WAITING LIST OR PENDING APPROVAL'. Below these tabs are sub-tabs: 'ALL', 'ONGOING ACTIVITIES', 'UPCOMING ACTIVITIES', 'FIXED DURATION ACTIVITIES', and 'COMPLETION REQUESTED ACTIVITIES'. A toolbar above the table offers 'Export To Excel', 'Print', 'Cancel Registration', and 'View Calendar' options. The table lists training activities with columns for 'Activity Name', 'Status', 'Code', 'Region', and 'Start Date'. One activity, 'Brand Management for Social Media and Wireless Technologies', is listed with a status of 'REGISTERED'. A yellow arrow points to the checkbox next to this activity's name, and another yellow arrow points to the 'Cancel Registration' button in the toolbar.

**TRAINING SCHEDULE**

This is a list of current training activities for which you are registered.

Search ...

**CURRENT/UPCOMING** EXPRESSED INTEREST COMPLETED CANCELED WAITING LIST OR PENDING APPROVAL

**ALL** ONGOING ACTIVITIES UPCOMING ACTIVITIES FIXED DURATION ACTIVITIES COMPLETION REQUESTED ACTIVITIES

<input checked="" type="checkbox"/>	Activity Name ^	Status	Code ↕	Region ↕	Start Date ↕
<input checked="" type="checkbox"/>	Brand Management for Social Media and Wireless Technologies Online Course	REGISTERED	mkt_03_a04_bs_enus		

After clicking on the “Cancel Registration” button you are directed to the page titled, “Cancellation Confirmation.”

Click on the “Select All” box on the left side of the screen.

The page will refresh itself and will present the page with a check mark on the “Select All” box.

Click on the “Confirmed Cancellation” button.

The screenshot displays the 'CANCELLATION CONFIRMATION' page within the STAGE Learning Center. The left sidebar contains a navigation menu with sections: OVERVIEW, PERSONAL, and LEARNING. The main content area includes a breadcrumb trail 'Administrator Dashboard / Training Schedule', a title 'CANCELLATION CONFIRMATION', and instructional text about cancellation options. Below this, it shows 'Total cancellation cost of the activities: 0' and 'Total value of refunds: 0'. A table lists activities for cancellation, with the first row showing 'Brand Management for Social Media and Wireless Technologies' with an actual price of 0.00 USD, a cancellation fee of 0.00 USD, and a refund of 0.00 USD. At the bottom right, there are two buttons: 'BACK' and 'CONFIRM CANCELLATION'. A yellow arrow points to the 'Select All' checkbox, and another yellow arrow points to the 'CONFIRM CANCELLATION' button.

Administrator Dashboard / Training Schedule

### CANCELLATION CONFIRMATION

Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page.

*Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.*

Total cancellation cost of the activities: 0

Total value of refunds: 0

☐ Select All

Activity	Actual Price	Cancellation Fee	Refund
<input type="checkbox"/> Online Course <b>REGISTERED</b> <input checked="" type="checkbox"/> Brand Management for Social Media and Wireless Technologies	0.00 USD	0.00 USD	0.00 USD

mkt\_03\_a04\_bs\_enus

☐ Cancellation fee

[BACK](#) [CONFIRM CANCELLATION](#)

After clicking on the “Confirm Cancellation” button, the page will refresh itself and you will be directed back to the “Training Schedule” page.

Take note, the class is no longer on the list.

HUMAN RESOURCE CO...

OVERVIEW

PERSONAL

LEARNING

Training Transcript

Training Schedule

Self-Reported Training

Learning Activity Evaluations

Learner Approvals

Completion Requests

Training Plans

Training Analysis

My Observation Checklists

Observer Checklists

/ Administrator Dashboard / Training Schedule

### TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

CURRENT/UPCOMING

EXPRESSED INTEREST

COMPLETED

CANCELED

WAITING LIST OR PENDING APPROVAL

ALL

ONGOING ACTIVITIES

UPCOMING ACTIVITIES

FIXED DURATION ACTIVITIES

COMPLETION REQUESTED ACTIVITIES

Export To Excel

Print

Cancel Registration

View Calendar

<input type="checkbox"/>	Activity Name ^	Status	Code ^	Region ^	Start Date ^	End Date ^	Actions
There are no records to display.							

Displaying 0 of 0 Records 10

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1